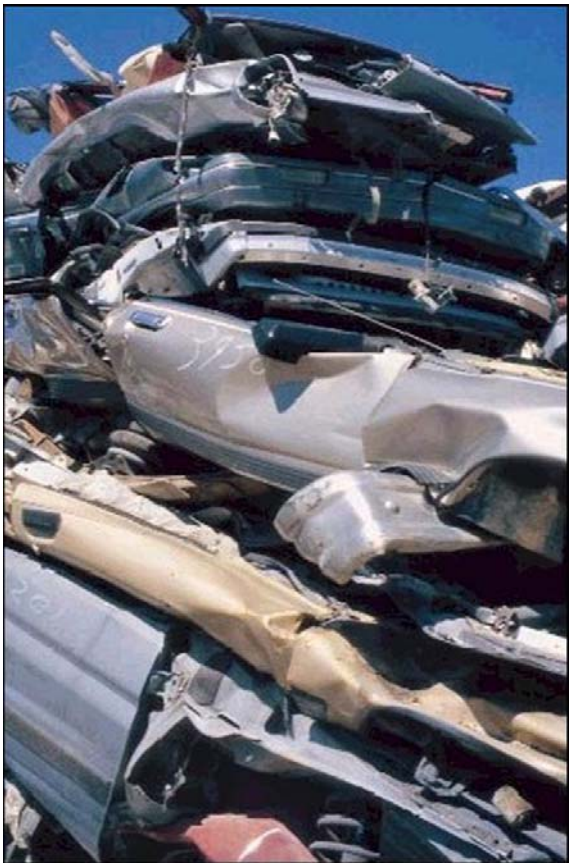
New Hampshire
Department of Environmental Services

Application Packet for

GREEN YARD CERTIFICATION

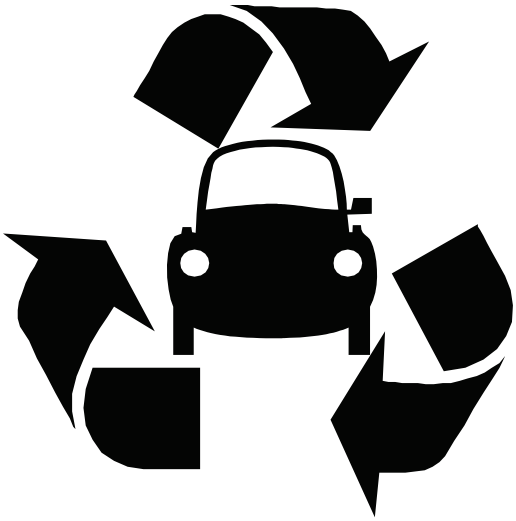


Certified
N.H. Green Yard

NEW HAMPSHIRE DEPARTMENT OF Environmental Services

This is your application packet to become a

Certified N.H. Green Yard



What is a Certified N.H. Green Yard?

Motor vehicle salvage yards can earn the designation "Certified N.H. Green Yard" by showing A+ environmental work practices, plus meeting certain other certification criteria, including holding all necessary licenses and approvals, being in good standing with all DES programs, and maintaining a high level of commitment to environmental protection. The "Certified N.H. Green Yard" designation provides recognition and gives prestige to motor vehicle salvage yards that are working hard to keep our air, water, and land clean while also conserving resources and energy by recycling end-of-life vehicles for parts and scrap.

Send your completed application to:

N.H. Green Yards Program
Attention: Pamela Hoyt-Denison
N.H. Department of Environmental Services
PO Box 95
Concord, NH 03302-0095

Questions?
(603) 271-2938
nhgreenyards@des.state.nh.us
fax: (603) 271-2456

NEW HAMPSHIRE DEPARTMENT OF Environmental Services

General Instructions

❒ Step 1 – Complete Part I of the application form.

Fill in the information requested on page 1 of this application form.

❒ Step 2 – Inspect your site and facility operations.

First, walk around your entire facility and property to observe conditions. Next, carefully review your standard operating practices, i.e., review everything you normally do to store and process end-of-life vehicles (ELVs) from the time you first receive an ELV to the time it leaves your site.

❒ Step 3 – Verify you meet "Green Yard" Criteria.

Compare the condition of your site and your standard operating practices to the Best Management Practices (BMP) checklist provided in Part II of this application form.

❒ Step 4 – Sign the application.

Read and sign the statement provided in Part III of this application form.

❒ Step 5 – Attach copies of certain documents.

Attach a copy of the following documents to the completed application form:

- ❒ All documents you checked off on page 1 of the application form.
- ❒ Your current "Junkyard License" issued by town or city officials, as required by RSA 236:111-129.
- ❒ The list that you prepared in Section E of this application identifying all above-ground storage tanks and drums (55 gallons or larger) used for storing gasoline, diesel, and/or used oil. Include the volume and contents of each container.
- ❒ Photographs (labeled) showing the following site features: front entrance to your facility; ELV storage area(s); ELV dismantling area(s); ELV crushing area (if applicable); fluid storage area(s); and parts storage area(s).

❒ Step #6 – Mail the completed application.

Send us Parts I, II and III of this application packet, with the attachments listed in step #5 above. Mail this information to:

N.H. Green Yards Program – Attention: Pamela Hoyt-Denison
N.H. Department of Environmental Services
PO Box 95, 29 Hazen Drive
Concord, NH 03302-0095

❒ Step #7 – We'll call you to schedule a site visit.

After we receive your application, the N.H. Pollution Prevention (P2) Program will contact you to set up a time for a site visit.

Need help with your application? Call the N.H. Pollution Prevention Program at (603) 271-6460

Certified N.H. Green Yard Application

Part I---Facility Information

(Please print or type)

Facility/Business Name: _____

Facility Owner Name: _____

Facility Street Address: _____ **Town / City:** _____

Facility Mailing Address: _____

Telephone: _____ **Email:** _____ **Fax:** _____

Property Owner Name and Address (if different): _____

_____

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1. Do you operate/maintain any of the following at this facility? (Check all that apply):

❒ Used oil burner. [*If yes, provide your EPA Identification #:* _____].

❒ Underground storage tanks (USTs). [*If yes, attach a list of all USTs, including the volume, age, and content of each; OR, if the USTs are registered, provide the registrations #s:* _____].

❒ Oil/water separator. [*If yes, attach documentation showing the water discharges to a proper location*].

❒ Floor drain(s). [*If yes, attach documentation showing no auto fluids or other regulated substances can enter the drains and that the drains discharge to a proper location*].

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2. Does storm water leave your property via a "point source" (ditch, swale, culvert, pipe, drain, etc.) that drains into surface water (stream, pond, lake, river, ocean, wetland, etc.)? ❒No ❒Yes [*If yes, attach a copy of either (1) authorization granted to you by the U.S. Environmental Protection Agency (EPA) to operate under the provisions of the "National Pollution Discharge Elimination System (NPDES) Storm Water Multi-Sector General Permit for Industrial Activities", or (2) the" No Exposure Certification" you submitted to EPA stating you do not store certain materials outside in contact with rain. If you need assistance with this, contact the EPA at (617) 918-1615*].

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3. Do you own and operate equipment for recovery of refrigerants (R-12 and R-134a)?

❒Yes [*If yes, attach a copy of form #OMB2060-0256 that you submitted to EPA certifying that you are using equipment that meets EPA standards. You can get this form from EPA by calling 1-800-296-1996*].

❒No [*If no, provide the name, address and telephone number of the recycler who removes refrigerants for you:* _____

_____. *Also, attach a copy of your most recent invoice*].

Part II--Self-Audit Best Management Practices Check List

Instructions

A Certified N.H. Green Yard must operate according to certain "core" best management practices (BMPs) that apply to all motor vehicle salvage yards and must additionally operate according to certain BMPs that "go above and beyond" mere compliance with the core BMPs. The check list on the following pages shows the "core" BMPs in regular un-shaded print and the "beyond compliance" BMPs shaded in green.

The check list is divided into four major sections *(Fluid Management, Parts and Scrap, Storm Water Management, and Facility Operations)*. Each section is further divided into sub-topic areas covering different aspects of motor vehicle recycling. See Table of Contents below.

After making a thorough review of your facility operations and site conditions, go through the check list and circle "YES" next to each BMP that the facility consistently implements and circle "NO" next to each BMP the facility does not consistently implement.

To become a Certified N.H. Green Yard, you must answer "YES" to each applicable BMP. If you circle "NO" next to any BMP, you should correct the problem before you submit your application.

Check List Table of Contents

SECTION 1 – FLUID MANAGEMENT

A. Storing Vehicles that Contain Fluids

	Is this BMP followed consistently?	
1. Each end-of-life vehicle (ELV) at the facility is checked for leaks on a regular basis, at least weekly, starting when the vehicle first arrives at the facility and continuing until the vehicle is drained of all fluids.	**YES**	**NO**
2. There is a system in place to keep track of which ELVs contain fluids and which ELVs have been drained. For example, all fluid-containing ELVs are stored in one dedicated holding area and/or drained ELVs are marked to show they no longer contain fluids.	**YES**	**NO**
3. Drip pans are placed under leaking vehicles, where needed, to keep leaks off the ground.	**YES**	**NO**
4. All ELVs that contain fluids are:		
a. Stored in an upright position.	**YES**	**NO**
b. Not stacked or piled on top of one another.	**YES**	**NO**
c. Stored with enough clear space around each vehicle to allow access for regular leak checks, as well as leak containment and clean up when needed.	**YES**	**NO**
5. Customers and other unauthorized persons are not allowed to remove parts from ELVs that contain fluids.	**YES**	**NO**

SECTION 1 – FLUID MANAGEMENT

B. Draining and Transferring Fluids

	Is this BMP followed consistently?	
1. Motor vehicle fluids are removed from end-of-life vehicles (ELVs) soon after they arrive at the facility, typically within one week.	**YES**	**NO**
2. All work involving motor vehicle fluids—including ***draining*** fluids from vehicles and parts, ***dismantling*** parts that contain fluids, ***pouring*** fluids from container to container, and ***dispensing*** fluids from containers—is done:		
a. Over a dry, impervious spill containment surface, such as a concrete pad.	**YES**	**NO**
b. Inside an enclosed structure during inclement weather.	**YES**	**NO**
c. Using drip pans and funnels, or mechanical pumps.	**YES**	**NO**
3. Motor vehicle fluids are never drained or transferred to or from containers over bare ground or outside in the rain and snow.	**YES**	**NO**
4. Recovered gasoline, if used to fuel vehicles and equipment at the facility, is dispensed to the vehicles and equipment over a concrete pad or other impervious spill containment surface only.	**YES**	**NO**
5. If the facility has a used oil burner(s), used oil is dispensed to the unit(s) over an impervious spill containment surface only.	**YES**	**NO**
6. After cutting fuel lines, brake lines, and other fluid lines, the lines are plugged or crimped to stop leaks and drips.	**YES**	**NO**
7. When drained, gasoline, oil, antifreeze, and other vehicle fluids are stored separately in sealed, leak-tight containers. Gasoline, oil, and antifreeze are never mixed intentionally.	**YES**	**NO**

SECTION 1 – FLUID MANAGEMENT

C. Fluid Containers

	Is this BMP followed consistently?	
1. All tanks, drums, pails, and other containers used to store motor vehicle fluids are:		
a. In sound, leak-tight condition.	**YES**	**NO**
b. Clearly labeled to show the contents.	**YES**	**NO**
c. Capped or closed tightly, except when fluids are being added or removed.	**YES**	**NO**
2. Drip pans are kept under all spigots, valves and pumps connected to tanks and other containers used to store motor vehicle fluids.	**YES**	**NO**
3. Empty containers that are not intended or suitable for storing motor vehicle fluids are marked or segregated from other containers to avoid confusion and possible misuse.	**YES**	**NO**

SECTION 1 – FLUID MANAGEMENT

D. Fluid Storage Areas

	Is this BMP followed consistently?	
1. All containers of gasoline, oil, solvents and other flammable liquids — including tanks, drums, and pails — are stored in a fire safe manner.	**YES**	**NO**
2. Motor vehicle fluids are stored in a dedicated area(s) of the facility, grouped by type.	**YES**	**NO**
3. All containers of gasoline, oil, solvents and other flammable liquids — including tanks, drums, and pails — are stored:		
a. Inside a ventilated enclosed structure — such as a ventilated building, box trailer, or storage shed — on a concrete or other impervious spill containment surface; **AND/OR**,	**YES**	**NO**
b. In an impervious secondary containment device — such as a concrete vault — that is sheltered by a roof or other covering to keep out rain and snow. The secondary containment device, even when filled with containers, has enough capacity to hold 110% of the volume of the largest container stored within.	**YES**	**NO**
4. There are no open drains in the area(s) where motor vehicle fluids or solvents are stored, except for drains connected to a municipal sewer system (with written permission) or to a holding tank registered with the N.H. Department of Environmental Services.	**YES**	**NO**
5. All containers of motor vehicle fluids and solvents are stored where they can be easily inspected for leaks.	**YES**	**NO**
6. If stored outdoors, all containers of gasoline, oil, and solvents — including tanks, drums, and pails — are kept:		
a. 50 feet or more from surface waters, catch basins and storm drains.	**YES**	**NO**
b. 75 feet or more from private wells.	**YES**	**NO**
c. Outside the protective radius of public water supplies. (Note: Typically, the protective radius measures 75-400 feet, depending on the type of public water system).	**YES**	**NO**

SECTION 1 – FLUID MANAGEMENT

E. Regulated Above-Ground Storage Tank Systems

Before continuing with Section 1-E, make a list of all of the tanks and drums (55 gallons or larger) at the facility that are used or intended for storage of petroleum (not including virgin heating oil used only for on-premise heating of structures).

Next, add up how many gallons they hold all together, and then answer these two questions:

Question 1: Is the sum total of the listed tanks and containers more than 1,320 gallons? **YES / NO**

Question 2: Does the list include any above-ground storage tanks larger than 660 gallons? **YES / NO**

Keep this list. You must submit it as an attachment to this application.

If you answered **NO** to **both** of the above questions, **skip this section** and **go to Section 1-F**.

If you answered **YES to one or both** of the above questions, the listed tanks and drums are considered a "regulated above-ground storage tank (AST) system" and must meet the following requirements in this section.

	Is this BMP followed consistently?	
1. The regulated AST system is registered with the N.H. Department of Environmental Services (DES) as required by N.H. Administrative Rule Env-Wm 1402, or the successor rule.	**YES**	**NO**
2. The regulated AST system is installed, operated, and maintained according to the standards and specifications established by DES in N.H. Administrative Rule Env-Wm 1402, or the successor rule.	**YES**	**NO**
3. A Spill Prevention and Countermeasure Control Plan (SPCC Plan) has been developed for the facility and is available for review upon request.	**YES**	**NO**

To obtain a copy of the cited rules, visit the DES website at www.des.nh.gov/rules/desadmin_list.htm#oil or contact the State Library Reference Desk at (603) 271-2144 or 271-2239.

SECTION 1 – FLUID MANAGEMENT

F. Used Oil and Filters

	Is this BMP followed consistently?		
1. All used oil collected at the facility is either burned in a used oil furnace during cold weather to heat the facility and/or shipped to an authorized used oil marketer or hazardous waste treatment facility on a regular basis.	**YES**	**NO**	
2. If the facility ships used oil off-site, transportation paperwork (bill of lading or manifest) documenting the destination is kept on file for at least three years and is available for inspection if requested.	**YES**	**NO**	**N/A**
3. If the facility operates a used oil furnace, written notification has been submitted to N.H. Department of Environmental Services (DES) on the required form and DES has issued an identification number to the facility.	**YES**	**NO**	**N/A**
4. Tanks, drums, and other containers of used oil are clearly labeled as follows:			
a. "Used Oil for Recycle," if suitable for recycling.	**YES**	**NO**	
b. "Waste Oil" with a required hazardous waste label, if contaminated.	**YES**	**NO**	
5. Used oil is never intentionally mixed with gasoline, antifreeze, solvents, or fluids from parts washers.	**YES**	**NO**	
6. Used oil filters, when removed, are crushed or punctured and fully drained then recycled with other scrap metal at the facility.	**YES**	**NO**	

Used oil furnace operators must submit written notice to DES. Call (603) 271-6423 and (603) 271-3203 for forms and guidance.

SECTION 1 – FLUID MANAGEMENT

G. Recovered Gasoline

	Is this BMP followed consistently?	
1. Tanks, drums, or other containers of recovered gasoline are labeled clearly as follows:		
a. Gasoline that is still a usable product is labeled “Good Gas” or “Good Fuel” or similar.	**YES**	**NO**
b. Gasoline mixed with water that will be shipped to an authorized reclamation facility is labeled “Gas/Water Mixture for Recycle” or similar.	**YES**	**NO**
c. Gasoline that is a hazardous waste because it is mixed with other fluids, or is no longer a usable product for other reasons, is labeled “Bad Gas” and also has a proper hazardous waste label.	**YES**	**NO**
2. Recovered gasoline ***that is still usable*** is used to fuel vehicles and equipment.	**YES**	**NO**
3. Recovered gasoline ***that is no longer usable*** is shipped to an authorized reclamation facility as an off-specification commercial product (if a mixture of gas and water), or an authorized hazardous waste treatment or disposal facility (if no longer usable for other reasons).	**YES**	**NO**

SECTION 1 – FLUID MANAGEMENT

H. Antifreeze

	Is this BMP followed consistently?	
1. Tanks, drums, and other containers of recovered antifreeze are labeled clearly as follows:		
a. Antifreeze that is ***still usable*** is labeled "Good Antifreeze" or "Used Antifreeze for Recycle," or similar.	**YES**	**NO**
b. Antifreeze that is ***no longer usable*** due to the presence of physical or chemical impurities or loss of original coolant properties is labeled "Waste Antifreeze" or "Universal Waste-Antifreeze," or similar.	**YES**	**NO**
2. Good antifreeze is distributed for reuse as antifreeze in other vehicles.	**YES**	**NO**
3. Waste antifreeze that is ***no longer usable*** is shipped off-site to a reputable recycling facility, or either recycled on-site by a mobile contractor or the facility operator using distillation or filtration equipment.	**YES**	**NO**

SECTION 1 – FLUID MANAGEMENT

I. Vehicle Refrigerants

Refrigerants (chlorofluorocarbons, or CFCs, and R-134a) are chemicals used in automotive air conditioning and appliances.

CFCs refer to the refrigerants R-12 and R-22 used in air conditioning units. They are a family of chemicals that are stable, non-flammable and non-corrosive. CFCs cannot be released to the atmosphere, because they contribute to ozone depletion.

	Is this BMP followed consistently?		
1. Soon after arrival, end-of-life (ELVs) are inspected to determine whether they are equipped with air conditioning systems that contain refrigerants.	**YES**	**NO**	
2. The facility has a system for keeping track of which ELVs contain refrigerants and which have been evacuated. For example, the windshield or another part of the vehicle is marked or the condenser is painted or there is a log book.	**YES**	**NO**	
3. Refrigerants in the air conditioning systems of ELVs are evacuated using U.S. Environmental Protection Agency (EPA) approved equipment, and containerized for recycling.	**YES**	**NO**	
4. Written records are available at the facility documenting that refrigerants are managed according to federal requirements, including for example:			
a. A copy of the owner's "Refrigerant Recovery/Recycling Device Acquisition Certification Form," as submitted to EPA as required of all facilities that have their own evacuation equipment; **and/or**	**YES**	**NO**	**N/A**
b. Invoices documenting contractor evacuation services; **and/or**	**YES**	**NO**	**N/A**
c. Shipment records or invoices documenting where the owner sends recovered refrigerant to be recycled or reused.	**YES**	**NO**	

For additional information on refrigerants contact the USEPA's Ozone Protection Hotline at 800-296-1996 or www.epa.gov/ozone.

SECTION 1 – FLUID MANAGEMENT

J. Spill Response

To report a spill, call Department of Environmental Services at (603) 271-3644 Monday through Friday from 8 a.m. to 4 p.m. All other times, call the State Police at (603) 271-3636.

	Is this BMP followed consistently?	
1. Spill kits are kept in all fluid handling and storage areas.	**YES**	**NO**
2. Emergency contact and spill response information is posted in all areas where fluids are handled or stored.	**YES**	**NO**
3. Spills and leaks are contained and cleaned up when discovered.	**YES**	**NO**
4. When investigation and/or remediation of contamination is necessary due to spills, leaks, or other releases at the facility, the facility owner contracts with a qualified company or individual to conduct the investigation and/or remediation to assure protection of drinking water and other community resources.	**YES**	**NO**
5. Spills, leaks, or other discharges of gasoline and oil are reported immediately to the N.H. Department of Environmental Services when required.	**YES**	**NO**
6. Employees are trained to contain spills and leaks, and are aware of the environmental and safety hazards that result from uncontained spills and leaks.	**YES**	**NO**

Spills and leaks of gasoline and oil must be reported whenever:

- **25 gallons or more are discharged to the land; or**
- **Any quantity is discharged to the land and the contamination is not cleaned up and properly disposed of immediately; or**
- **The discharge enters a surface water or groundwater; or**
- **A water supply well becomes contaminated as a result of the discharge; or**
- **The discharge results in the presence of vapors which pose an imminent threat to human health.**

SECTION 2 – PARTS & SCRAP

K. Oily, Greasy and Fluid-Containing Parts

Oily, greasy, and fluid-containing parts include but are not limited to engines, transmissions, vehicle fuel tanks, carrier and rear end assemblies, radiators, fuel filters, oil filters, and brake cylinders.

Is this BMP followed consistently?

1. When removed from a vehicle, the following parts are stored in a covered, leak-tight environment, for example inside an enclosed structure on a concrete pad or inside a box trailer, vehicle, or other covered storage unit that will contain leaks and keep precipitation from contacting the parts:

a. Engines	**YES**	**NO**
b. Vehicle fuel tanks	**YES**	**NO**
c. Radiators	**YES**	**NO**
d. Fuel filters	**YES**	**NO**
e. Oil filters	**YES**	**NO**
f. Brake cylinders	**YES**	**NO**
g. Dismantled carrier and/or rear end assemblies	**YES**	**NO**

2. Intact carrier and/or rear end assemblies are stored outside without cover only if:

a. The assemblies are intact and not dismantled.	**YES**	**NO**
b. The assemblies are stored off the ground on a rack in either the same position as when installed in a vehicle or another position that prevents leakage.	**YES**	**NO**
c. The arrangement of the assemblies allows them to be inspected for leaks.	**YES**	**NO**
d. Drip pans can be easily placed when needed.	**YES**	**NO**
e. Leaking assemblies and drip pans are removed properly before the pans overflow or fill with precipitation.	**YES**	**NO**

3. Oily parts, greasy parts and fluid-containing parts—including those that have been drained already—are never stored on or placed in direct contact with bare ground, even temporarily. **YES** **NO**

SECTION 2 – PARTS & SCRAP

L. Lead Acid Batteries

	Is this BMP followed consistently?	
1. Batteries are removed from end-of-life vehicles (ELVs) for recycling.	**YES**	**NO**
2. Batteries are stored in an upright position.	**YES**	**NO**
3. Batteries are stored under cover to keep them dry.	**YES**	**NO**
4. Batteries are stored over an impervious spill containment surface and are never stored over bare ground.	**YES**	**NO**
5. Batteries are stacked no more than five high.	**YES**	**NO**
6. Layers of stacked batteries are separated by cardboard or another non-conductive spacer to provide stability and prevent the terminal poles from puncturing the battery above.	**YES**	**NO**
7. Upon discovery, cracked or leaking batteries are placed in a closed, leak-proof, acid-proof container—for example, a covered five-gallon plastic bucket—with a neutralizing agent, such as baking soda, in the bottom.	**YES**	**NO**
8. Batteries are sent to a reputable recycling facility on a regular basis.	**YES**	**NO**
9. There are no excess accumulations of batteries.	**YES**	**NO**

SECTION 2 – PARTS & SCRAP

M. Scrap Tires

	Is this BMP followed consistently?	
1. Scrap tires are removed on a regular basis to an authorized tire recycling or disposal facility.	**YES**	**NO**
2. The number of scrap tires removed from the facility yearly typically equals or exceeds the number of scrap tires received yearly.	**YES**	**NO**
3. Fewer than 1,500 tires, or the equivalent of one trailer-load of tires, are typically stored at the facility.	**YES**	**NO**
4. Scrap tires, if stored on the ground, are in piles measuring no more than 25 feet across.	**YES**	**NO**
5. Scrap tires, if stored on the ground, are in piles measuring no more than 15 feet high.	**YES**	**NO**
6. Scrap tire piles, if any, are separated by 25-foot fire lanes.	**YES**	**NO**
7. Scrap tire storage areas are accessible by fire fighting apparatus.	**YES**	**NO**
8. Scrap tires are stored in a manner that keeps disease-carrying mosquitoes from breeding in water standing inside the tire cavity.	**YES**	**NO**

SECTION 3 – STORM WATER MANAGEMENT

N. Storm Water Management

	Is this BMP followed consistently?		
1. When it rains, there are no visible sheens on puddles or run-off.	YES	NO	
2. Storm water flowing across the property is controlled to prevent erosion.	YES	NO	
3. Storm water flowing across the property does not contact greasy, oily or fluid-containing parts.	YES	NO	
4. Storm water flowing across the property does not flow through fluid storage areas.	YES	NO	
5. The facility has obtained an USEPA Storm Water Discharge Permit, if required.	YES	NO	N/A

Need Permit?

An auto salvage yard must obtain a Storm Water Discharge Permit from the USEPA if storm water flows off the property through a pipe, ditch, swale, drain, or other such point source and drains into a surface water of the United States.

For assistance, contact the USEPA at (617) 918-1615.

SECTION 4 – FACILITY OPERATIONS

O. Routine Operating Practices

	Is this BMP followed consistently?	
1. The facility is operated according to a standard operating procedure (SOP).	**YES**	**NO**
2. There is a system in place at the facility for keeping track of which ELVs have had the following removed and which have not: gasoline, oil, antifreeze, other fluids, batteries, refrigerants, and mercury switches.	**YES**	**NO**
3. There is a system in place at the facility to make sure ELVs, parts, scrap, and other materials at the site are actively managed and do not accumulate in excess.	**YES**	**NO**
4. Managers and employees are trained to implement best management practices (BMPs).	**YES**	**NO**
5. Managers and employees are aware of the environmental hazards and benefits associated with auto recycling.	**YES**	**NO**
6. Solid waste—for example, plastics, glass, fabrics, foam, garbage, rags, and other discarded materials—is properly contained and then disposed of at authorized facilities only. It is not thrown on the ground, buried or burned on-site.	**YES**	**NO**
7. The facility removes and recycles mercury switches.	**YES**	**NO**

SECTION 4 – FACILITY OPERATIONS

P. Site Control / Inspection

	Is this BMP followed consistently?	
1. The facility owner, or a person designated by the owner, inspects the facility at least weekly to identify potential problems such as leaks, spills, and improperly stored vehicles, fluids and parts.	**YES**	**NO**
2. Incoming vehicles are routinely checked for unwanted materials.	**YES**	**NO**
3. Problems are corrected in a timely manner.	**YES**	**NO**
4. All processing and storage areas at the facility are accessible for inspection.	**YES**	**NO**
5. Access into the facility is controlled by fences and gates that are locked when no operator or responsible person is present.	**YES**	**NO**
6. Signs are posted at the facility entrance identifying the hours of operation and/or other information to control unauthorized entry.	**YES**	**NO**
7. Signs in good taste are posted elsewhere throughout the facility, as needed to:		
a. Direct traffic flow.	**YES**	**NO**
b. Identify non-public areas.	**YES**	**NO**
c. Identify hazards and unauthorized activities, for example “no smoking” signs in fuel handling and storage areas.	**YES**	**NO**
d. Identify storage areas and contents of storage units.	**YES**	**NO**
e. Other information needed to assure proper and safe facility operations.	**YES**	**NO**
8. The facility keeps written records documenting inspections, including but not necessarily limited to:		
a. Regular inspections of fluid-containing vehicles.	**YES**	**NO**
b. Regular inspections of fluid storage areas.	**YES**	**NO**
c. Regular inspections of vehicle and parts storage areas for improperly stored vehicles, parts, fluids, poor housekeeping, and other potential problems.	**YES**	**NO**
d. Regular inspections of health and safety equipment.	**YES**	**NO**

SECTION 4 – FACILITY OPERATIONS

Q. Crushing Vehicles

Are vehicles crushed at this site? **YES / NO**
If **no**, skip this section and go to **Section 4-R**.

Is this BMP followed consistently?

1. Before crushing vehicles at this facility, the following are removed for proper recycling or disposal:

• Batteries	**YES**	**NO**
• Gasoline	**YES**	**NO**
• Motor oil	**YES**	**NO**
• Brake fluid	**YES**	**NO**
• Transmission fluid	**YES**	**NO**
• Power Steering fluid	**YES**	**NO**
• Antifreeze	**YES**	**NO**
• Refrigerants	**YES**	**NO**
• Washer fluid	**YES**	**NO**
• Mercury switches	**YES**	**NO**

2. Vehicles are crushed using equipment and methods that prevent fluids from spilling, dripping, or leaking onto the ground. **YES** **NO**

3. Fluids from vehicle crushing activities are collected in leak-tight containers. **YES** **NO**

4. When transferring fluids from vehicle crushing activities to drums or other containers, the work is done over an impervious surface using drip pans and funnels. This work is never done over bare ground. **YES** **NO**

5. Fluids from vehicle crushing activities are contained as described in Section 1-C. **YES** **NO**

6. Fluids from vehicle crushing activities are stored at the facility as described in Section 1-D. **YES** **NO**

7. After vehicles are crushed at the facility, the crushing area is inspected for leaks, spills and debris. **YES** **NO**

8. Leaks, spills, and debris in the crushing area are promptly cleaned up and removed. **YES** **NO**

SECTION 4 – FACILITY OPERATIONS

R. Parts Washing

Does this facility operate a parts washer? **YES / NO**

If "**NO**," skip this section and go to **Section 4-S**.

		Is this BMP followed consistently?		
1.	Spent solvents, degreasers and sludge from the parts washer are managed as a hazardous waste unless laboratory test results show the waste is non-hazardous.	**YES**	**NO**	
2.	Spent solvents, degreasers and sludge from the parts washer that test non-hazardous are regularly shipped to a facility that is authorized to receive and treat the waste.	**YES**	**NO**	**N / A**
3.	Solvents used to wash parts, including mineral spirits and kerosene, are never mixed with used oil to be burned, unless laboratory test results show the spent solvent is non-hazardous and can be burned.	**YES**	**NO**	
4.	The facility minimizes the use of solvents and degreasers to wash parts by employing other methods when appropriate, including cleaning with a wire brush, using aqueous solutions in a closed loop system, or simply not cleaning certain parts at all when not necessary.	**YES**	**NO**	

Mineral spirits, Stoddard solution, petroleum naphtha, gasoline, kerosene, or diesel fuel may be hazardous due to ignitability.

Other solvents may be toxic if they contain toluene, methyl ethyl ketone (MEK) or 1,1,1-trichloroethane.

Spent parts washer fluids may also be hazardous due to elevated metal content from oils and greases.

SECTION 4 – FACILITY OPERATIONS

S. Facility Appearance & Housekeeping

	Is this BMP followed consistently?		
1. The facility is maintained in a manner that reflects a clean and orderly operation.	**YES**	**NO**	
2. The ground surface at the facility is generally free of debris, litter and excess materials.	**YES**	**NO**	
3. There are no excess accumulations of materials at the site.	**YES**	**NO**	
4. The retail sales counter and reception area for customers is clean and organized.	**YES**	**NO**	**N/A**

SECTION 4 – FACILITY OPERATIONS

T. Ancillary Equipment & Service Areas

	Is this BMP followed consistently?	
1. The facility maintains, in good working order, basic sanitation, safety and emergency response equipment and supplies, including:		
• First aid kits	**YES**	**NO**
• Fire extinguishers	**YES**	**NO**
• Personal protection equipment, including, for example, hard hats, gloves, safety goggles	**YES**	**NO**
• Toilet facility	**YES**	**NO**
• Hand-washing station	**YES**	**NO**
• Eye-wash station	**YES**	**NO**
• Telephone	**YES**	**NO**
• Drinking water	**YES**	**NO**
2. The facility maintains a clearly identifiable customer parking area and customer service area.	**YES**	**NO**

SECTION 4 – FACILITY OPERATIONS

U. Permits & Licenses

	Is this BMP followed consistently?	
1. The facility maintains a current License to Operate issued by the town pursuant to RSA 236:111-129.	**YES**	**NO**
2. The facility maintains all other required licenses, permits and approvals, identified as follows (*check all that apply*):		
☐ *Motor Vehicle Dealer License* issued by N.H. Department of Safety. (Required if the facility sells new or used vehicles.)	**YES**	**N/A**
☐ *License to Operate*, issued by N.H. Department of Transportation pursuant to RSA 236:90-110, if needed. (Required if the facility is within 1,000 feet of or visible from turnpikes or interstates.)	**YES**	**N/A**
☐ *Hazardous Waste Generator/EPA Identification Number*, if any. (Required if the facility either burns used oil and/or generates hazardous waste, for example spent parts washing solvent or bad gas.)	**YES**	**N/A**
☐ *NPDES Storm Water Permit Notice of Intent*, if any. (Required if storm water discharges from the property through a ditch, swale, culvert, pipe, drain or other point source, and subsequently enters a surface water of the United States. See 40 CFR 122).	**YES**	**N/A**
☐ *Approval to connect open floor drains in fluid handling areas to a POTW or registered holding tank*, if any. (Required if the facility has open floor drains in fluid handling and storage areas. See interim N.H. Administrative Rule Env-Ws 1500 or the successor rule.)	**YES**	**N/A**
☐ *Aboveground Storage Tank (AST) Registration*. (Required if the facility's capacity for storing petroleum—not including virgin fuel oil for on-premise heating—is greater than 660 gallons in any **single** tank or container, or greater than 1,320 gallons in any **combination of** tanks and containers that are 55 gallons or larger. See N.H. Administrative Rule Env-Wm 1402 or the successor rule).	**YES**	**N/A**
☐ *Underground Storage Tank (UST) Registration*. (Required if the facility has underground storage tanks designed to contain or hold regulated substances. See N.H. Administrative Rule Env-Wm 1401 or the successor rule)	**YES**	**N/A**
☐ *Groundwater Release Detection Permit*. (Required of all facilities located in Class GAA groundwater protection areas. See N.H. Administrative Rule Env-Or 700)	**YES**	**N/A**

Continued on next page.

☐ *Approval from the U.S. Environmental Protection Agency to operate a secondary aluminum recovery furnace* (sweat furnace). (See 40 CFR 63).	**YES**	**N / A**
☐ *Solid Waste Facility Permit*. (Typically required if the facility receives solid waste from off-site locations, for example construction or demolition debris, appliances, propane tanks, spent ASTs or USTs, garbage, bottles and cans, paper, etc. See RSA 149-M and N.H. Administrative Rule for Solid Waste Management, Env-SW 100-1200, or the successor rules).	**YES**	**N / A**
☐ *Other*. Specify:_____.	**YES**	**NO**
3. The facility owner is in good standing with all programs implemented by the N.H. Department of Environmental Services.	**YES**	**NO**

Part III--Owner's Statement / Signature Requirements

I am voluntarily submitting this application to the N.H. Department of Environmental Services (DES) for the purpose of having my motor vehicle recycling facility become a "Certified N.H. Green Yard." I understand that after DES determines that my application is complete, personnel from the N.H. Pollution Prevention (P2) Program will contact me to schedule a site visit to confirm information submitted in the application and determine eligibility for certification.

I understand that eligibility for certification is based in part on a determination by DES that my facility meets all of the best management practices (BMPs) listed in Part II of the application, holds necessary licenses and approvals, is in good standing with all DES programs, and has a high level of commitment to environmental protection.

After certification is granted, I understand that from time to time DES will require my certification to be reviewed and renewed, in order to assure the facility continues to meet all certification criteria. I understand my certification will be terminated if I do not consistently operate my facility in accordance with the BMPs listed in Part II of the application, or I fail to maintain necessary licenses and approvals, remain good standing with all DES programs, and/or show a high level of commitment to environmental protection.

I understand that being designated a "Certified N.H. Green Yard" does not guarantee the facility is in compliance with each and every regulatory requirement that applies to my facility.

I understand that I can withdraw my application for certification at any time, by submitting a written request to DES.

I understand my application will be processed by DES according to a schedule that best fits the agency's available resources and work load.

To the best of my knowledge, the information submitted in this application is true and complete.

_____ _____

Owner Signature Date

_____ _____

Co-Owner Signature Date